TRANSPORTATION ASSET MANAGEMENT COUNCIL
November 7, 2018 at 1:00 p.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

** Frequently Used Acronyms List attached

Members Present:
Derek Bradshaw, MAR/GLS Region V   Joanna Johnson, CRA/RCKC – Chair
Bill McEntee, CRA – Vice-Chair   Gary Mekjian, MML
Bob Slattery, MML   Jonathan Start, MTPA/KATS
Rob Surber, DTMB/CSS   Jennifer Tubbs, MTA
Brad Wieferich, MDOT

Support Staff Present:
Roger Belknap, MDOT   Tim Colling, MTU
Mark Holmes, DTMB/CSS   Gloria Strong, MDOT

Public Present:
Jessica Moy, MI Dept. of Treasury/MIC

Members Absent:
Don Disselkoen, MAC

1. Welcome – Call-To-Order:
The meeting was called-to-order at 1:07 p.m. Everyone was welcomed and introduced. Jessica Moy was welcomed to the meeting. She is an employee of the Michigan Department of Treasury and the Executive Director for the Michigan Infrastructure Council.

2. Changes or Additions to the Agenda (Action Item):
None

3. Public Comments on Non-Agenda Items:
None

4. Consent Agenda (Action Item):
  4.1. – Approval of the September 5, 2018 Meeting Minutes (Attachment 1)

  Motion: J. Start made a motion to approve the September 5, 2018 Meeting Minutes; G. Mekjian seconded the motion. The motion was approved by all members present.

  4.2. – Forbes Report: Michigan Infrastructure Plan Article (Attachment 2)
  A copy of the article was shared with the Council.

  4.3. – Press Release – TAMC Receives Special Tribute from Governor Rick Snyder (Attachment 3)
  The award received on October 23, 2018 at the TAMC Annual Fall Conference by the Council from Governor Rick Snyder for their work on the Culvert Pilot Project was shown. A press release has been distributed. A copy will be made for each of the Council members to display in their offices.

4.4. – Press Release – WAMC Membership Announcement (Attachment 4)
A copy of the September 28, 2018 WAMC press release regarding "*Michigan Infrastructure Council Announces Appointment of Water Asset Management Council Members"* was shared with the Council.

Action Item: R. Belknap will make copies of the Culvert Pilot Project Award received from the Governor for all of the Council members and distribute at the next full Council meeting in December.

5. TAMC Budget Update:
   5.1. – TAMC Financial Report (Attachment 5)
   R. Belknap provided an updated financial report (November 2, 2018) for the Council's review. The MTU budget shown under line item #5 includes the culvert pilot Project expenses. J. Johnson requested that the MTU TAMC activities budget be separated out from the culvert project activities budget. The full allocation from the culvert project has been used.

   Motion: J. Start made a motion to accept the financial report as provided; B. Slattery seconded the motion. The motion was approved by all members present.

   Action Item: R. Belknap will separate the culvert project activities budget from the MTU regular TAMC activities budget on the next financial report and provide at the next full Council meeting in December.

   5.2. – Michigan Technological University FY 2018 TAMC Activities Contract Modification Request – J. Start
   MTU had a line item for the culvert pilot project for $150,000. Under line item 5 of the November 2, 2018 TAMC Budget Expenditure Report, under TAMC Activities the $265,000 in that budget includes the $150,000 MTU culvert project expenditures. As part of the year end work, as the final invoices are coming in, MTU provided a listing of the culvert pilot expenses and they exceeded the $150,000 by $22,100. They have requested an increase to cover the overage and it is recommended by the TAMC ACE Committee to approve the additional $22,100 from the TAMC Administrative Contingency Funds.

   Motion: J. Start made a motion to approve the additional $22,100 be given from the TAMC Administrative Contingency Funds to MTU for the expense overage that they had for their work on the Culvert Pilot Project. MTU's contract will need to be modified in order for them to receive the additional funds; B. McEntee seconded the motion. The motion was approved by all members present.

   5.3. – Northeast Michigan Council of Governments FY 2018 Asset Management Contract Modification Request – J. Start/R. Belknap
   The Northeast Michigan Council of Governments (NEMCOG) has expended their entire FY 2018 Asset Management Program allocation of $46,000 as of August 2018. They estimated that another $6,200 would be needed to cover September 2018 expenses. The request is to increase by $6,200 because they over ran the data collection budget for various reasons. Funding for this allocation increase would come from unspent FY 2018 TAMC budget line items. TAMC ACE Committee recommends approval of the increase to cover the overage however, they suggest that in the future, when TAMC has any unspent funds remaining, TAMC open it up to all agencies in August that any agencies in need of additional funds provide their reasoning and the funds be provided on a first come/first served basis. The TAMC ACE Committee will look at this in further detail in the future and make some decisions on how to approve/disapprove addition funding for agencies.

Motion: R. Slattery made a motion to approve the additional funds be given to NEMCOG from the FY 2018 TAMC remaining funds; D. Bradshaw seconded the motion. NEMCOGs contract will need to be modified in order for them to receive the additional funds. The motion was approved by all members present.

Action Item: R. Belknap will make the necessary modifications to MTUs and NEMCOGs contracts to assure they received the approved additional funds.

6. - Old Business:
TAMC Work Program Update – R. Belknap (Attachment 6)
A copy of the updated TAMC Work Program was provided and reviewed. The Council requested that the work program now include a column for MIC and WAMC. The Council would like the Top 123 agencies be consistent throughout the document. Also, add "100 or more certified miles" on the document showing that the 123 agencies have 100 or more certified miles. MDOT will be included as one of the Top 123.

7. – Michigan Infrastructure Council (MIC) Update – J. Johnson/J. Moy
A copy of the MIC Website https://www.michigan.gov/mic/ was provided to the Council members. They are encouraged to go out and review the Website. J. Moy informed the Council that TAMC will have a standing place on the MIC agenda to give updates and to collaborate and coordinate anything necessary with the MIC. The MIC is currently working on goals, bylaws, communications, and working through the logistics to get the MIC up and running.

8. Committee Reviews and Discussion Items:
8.1. – Data Committee – B. McEntee
8.1.1. – Planning Methods for Creating Schedule of Asset Management Plan Submittals of Top 123 Agencies – B. McEntee
Agencies are concerned about volunteering to be in Group 1 and what will be required of them and staffing issues they may have in order to create the asset management plan. Some agencies do not have staff to cover the traffic signal requirements. TAMC is not allowed to give them a cash incentive. The last approved asset management plan is not due until October 1, 2024. Any agency volunteering to be in Group 1 will have a longer time to get their plan into compliance.

Motion: J. Tubbs made a motion to start off at the bottom of the top 123 agencies alphabetized listing counting off at 1,2,3. This will choose which agencies will be in Groups 1, 2 or 3. TAMC will leave it open for any agency that wishes to volunteer for the first round; B. Slattery seconded the motion. The motion was approved by all members present. TAMC will do the count and send out a letter of communication to the top 123 agencies showing them who will be in Groups 1,2, or 3. It will also indicate the opportunity for those not chosen for Group 1 to volunteer to be in Group 1.

WAMC also has an asset management plan requirement but they do not have a plan on how to get that requirement completed as of yet. They may need to coordinate with TAMC. The same agencies may be chosen to do a TAMC and a WAMC asset management plan. Others will not have to do two plans because some agencies do not manage water assets.

8.1.2. – IRT/ADARS Compliance Report – R. Belknap
Agencies continue to do well on their entries. Recently, there has been well over 100 submittals. Currently, staff is not checking for future plan projects that are part of the three-year plan requirement. Should they be checking for compliance of this? The Council has asked that Data Committee review this and how to get this accomplished. It may be something as simple as changing the text. This information must be submitted at the budget level in the IRT.

Action Item: Data Committee has been tasked with figuring out how to check for future plan projects that are part of the three-year plan requirement.

8.1.3. – Status of 2018 PASER Data Collection – R. Belknap
R. Belknap gave a brief update on the 2018 PASER data collection. Collection is going well.

PASER and Quality Control (QC) – Chan Singh, MDOT staff who previously did the PASER ratings has retired. MDOT has now hired a contractor to do the PASER ratings and QC. J. Johnson reminded the Council that Mike Toth of MDOT offered to have the new contractor attend a TAMC full council meeting to give a brief report on their strategy.

Action Item: J. Johnson requested that the new MDOT QC contractor provide a brief update after their work has been completed on how things are going at the February 2019 TAMC meeting. R. Belknap will add this to the agenda.

8.2. – ACE Committee – J. Start
8.2.1. – TAMC Data Sharing Policy Update – J. Start
The ACE Committee was tasked by the TAMC full Council to pull together a Data Sharing Policy. A draft has been created and the ACE Committee has renamed it to the TAMC Public Data Sharing Policy. A copy of the revised draft will be provided to full Council at the December meeting for their review and approval.

Action Item: ACE Committee will provide a final draft of the Public Data Sharing Policy at the December full Council meeting.

8.2.2. – TAMP Template Update – T. Colling
MTU has created a TAMP template and it will be ready by the upcoming December trainings. There is a template for roads and bridges and it migrates out of Roadsoft. It is a one button push that sends it to the boilerplate, which would then give the agency about a 90% complete asset management plan. This has been tested in Roadsoft. Some items not covered but that can be added in the future are risk analysis, culverts, and signals. MTU will put together a list of questions to TAMC on how they would like certain issues that may arise handled and give them to Data Committee for review prior to coming to full Council. MTU will let the agencies know that this is new to everyone and TAMC will work closely with them to assure they get it completed correctly based upon the requirements of PA 325.

Action Item: MTU will put together a list of questions to TAMC on how they would like certain issues that may arise handled and give them to Data Committee for review prior to coming to full Council.

8.2.3. – Training Schedule Update, TAMC Participation – R. Belknap
CSS and MTU have created a schedule to hold IRT/PASER trainings. A copy of that schedule has been provided. Council members were encouraged to sign up to participate at the trainings. There are six other trainings that are currently being scheduled and MTU will provide those dates and locations at the next full Council meeting in December.

Action Item: MTU will provide additional training dates at the December full Council meeting.

8.2.4. – Other Items Discussed at ACE Committee Meeting – J. Start

G. Strong gave an update on the efforts to hold the TAMC Spring conference in Gaylord, Michigan in collaboration with APWA May 2019. If the conference plans are permissible, she will go ahead and block rooms for TAMC attendees at the TreeTop Resort. More to come.

D. Jennett gave the committee the timeline for the annual report and shared a draft of the "Year in Review" chapter of the report recently drafted by Christian Zimmer.

8.3. - Bridge Committee Update – J. Johnson/B. McEntee/B. Wieferich/T. Colling
    8.3.1. - Update on the Culvert Pilot Project – MTU

An abbreviated summarized culvert report was created by Rebecca Curtis and a copy was distributed to the Council.

    8.3.2. – Culvert Pilot Project Report Next Steps – T. Colling

TAMC does not have a budget for culvert activities. TAMC will need to consider how to fit this into the budget. TAMC will also need to look at how they will use the culvert data that they collected and if they want the culvert data that other agencies have collected.

8.4. – Michigan Center for Shared Solutions – M. Holmes

The Maintenance, Safety, and Traffic dashboards are being finalized. CSS is working on the analysis and doing dashboard changes that were requested by Data Committee. They will provide a detailed update on these at the next Data Committee meeting. CSS is also working on doing migrations in the Michigan Geographic Framework that is planned to be finalized by the end of February. This change will improve the Framework's interface with Roadsoft.

> **Commented [KP(1):** Not sure my correction is the right one, but pretty sure CSS is not doing work that improves Roadsoft itself, because that is MTU's baby.

8.5. – Michigan Technological University/Technical Assistance Training Reports – T. Colling
    8.5.1. – Monthly Training Report (August 2018) (Attachment 8)

A copy of the September 17, 2018, Training Report for the reporting period of August 1-31, 2018, was shared with the Council and briefly reviewed. MTU is preparing for the Asset Management Plan Workshops. They have prepared a training schedule for the next fiscal year that began October 1, 2018 and, have scheduled IRT and PASER trainings along with CSS that they previously shared with the Council.

    8.5.2. – Monthly Activities Report (August 2018) (Attachment 9)

A copy of the September 17, 2018, Activities Report for the reporting period of August 1-31, 2018, was shared with the Council and reviewed. MTU has been very busy with the Culvert Pilot Program.

Action Item: MTU will finalize the training schedule for the rest of the fiscal year and share with the Council at the next full Council December meeting.

9. Public Comments:
None

10. Member Comments:
J. Johnson will send MDOT support staff information on conferences that she knows of to be added to the 2019 conference listing.

T. Colling thinks it might be worth doing a generic project using a standard mile of road and find out how much it costs. B. Slattery wants to take it further by finding a general cost for chip seal and other items may cost. TAMC has not done that in quite some time and this information needs to be updated. TAMC also needs to look at labor shortage and contractors as well as, update the treatment costs in Roadsoft. It

was suggested that we may want to add this to our annual report as well as show the difference in costs over the years.

11. Adjournment:
The meeting adjourned at 3:06 p.m. The next full Council meeting will be held December 5, 2018, at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	ADULTS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COUNCIL
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS

NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	Road Based Inventory
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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